



# Park-Side Food Festival

Quakertown Borough

## **GENERAL INFORMATION**

Applications to participate in this event will be reviewed, and acceptance will be based on timely submission of fully executed applications and the type(s) of product/items offered by each vendor. **Due to limited space we will be accepting no more than 15 Food Trucks/Food Vendors for this event.** Application acceptance will also be affected by types of products served, to offer attendees a variety of choices as well as maximize productivity to accepted vendors. Fees for applications not accepted for this event will be returned to applicants after deadline. If your application is accepted, please plan to have sufficient inventory on hand to sell throughout the entire event.

**Location of Event:** Park at 4<sup>th</sup>

**Date of Event:** Saturday, September 14, 2019 (rain date – Sunday, September 15, 2019)

**Time of Event:** 12:00pm to 6:00pm

**Application Deadline:** All applications for this event must be received no later than August 1, 2019

**Vendor Set up:** Vendor set-up will be on the morning of the event  
(Saturday, September 14, 2019) From 9:00am to 11:00am

**Vendor Fee:** Food Vendor: \$175.00 Before July 1<sup>st</sup>, \$200 after July 1<sup>st</sup>  
Non-Food Vendor: \$75.00

**Payment:** Payable by Check Only  
Checks are to be made payable to: Borough of Quakertown  
C/O 2018 Park Side Food Festival  
Mail to:  
Parks and Recreation  
Borough of Quakertown  
35 N. Third Street  
Quakertown, PA 18951

### **Required Documents:**

1. Completed two page application
2. Signed Application Agreement
3. Check made out to: Borough of Quakertown
4. An image of your Food Truck & Logo
5. A detailed list /description/price of all food items to be offered during this event
6. A copy of Current Food Service License
7. Vehicle Insurance Documentation
8. Certificate of Insurance naming “Borough of Quakertown” as addition insured with a minimum \$1,000,000 coverage with registration

**Questions, contact Ashton Rosenberger, Recreation Coordinator, at 215-536-5001 x136 or email [arosenberger@quakertown.org](mailto:arosenberger@quakertown.org)**



## CONDITIONS

1. Vendors will be assigned locations by the event organizer.
2. All participants in the event are required to remain open during the entire event (12:00pm to 6:00pm). No vendor/ truck may leave before 6:00pm. Each vendor is responsible for set-up, maintenance of provided space, and removal of your truck, your equipment, your merchandise, and your trash.
3. Only the accepted concession vehicles will be allowed to park in the spots surrounding the Amphitheater during the event. Any other vehicles needed for set-up and breakdown of concessions will be allowed in the event area before 11:00am and after 6:00pm only. All additional vehicles needed for set-up must be removed from the Amphitheater by 11:00am. There will be parking lots off of 4<sup>th</sup> and Mill Streets.
4. All food truck vendors must be self-sufficient. Electricity and water will not be supplied. Generators are permitted at this event. Trash receptacles will be provided for public use only. Each food truck must have a working fire extinguisher on site that has been serviced and/or certified within the past 12 months (subject to inspection).
5. All structures (tents, displays, tables, chairs, etc.) supplied by vendor are the responsibility of said vendor and must be secured to withstand changing weather conditions.
6. If the Borough of Quakertown cancels this event due to inclement weather, the vendor will receive a refund upon request by either letter or email within 30 days. Any monies not requested to be refunded will be considered a donation to the Quakertown Borough Parks and Recreation.
7. It is the sole responsibility of each vendor accepted to participate in this event to obtain any/all required, applicable and appropriate state and local licenses and permits needed. Each vendor is also the sole responsible for payment of all taxes pertaining to their operation.
8. All items being sold or displayed must be contained in booth space purchased by and provided by vendor. Set-up, display, solicitation and sales will not take place outside of vendors designated space. Prices of all items offered and methods of payments accepted by vendor must be clearly displayed.
9. All vendors participating in this event agree to hold the Borough of Quakertown and their representatives harmless for any seen or unseen injury, theft, or other loss to any person or property incurred by them or their representatives during travel to/from, load-in/set-up, event, and break-down/ load-out for the 1<sup>st</sup> Annual Park-Side Food Festival.
10. This is a family oriented and Borough sponsored event, the following items are not acceptable at this event:
  - a. Merchandise that is not authentic
  - b. Replicas of original products
  - c. Political or religious handouts
  - d. Pornographic or nude materials
  - e. Guns
  - f. Drug paraphernalia
  - g. Anything views by the Borough of Quakertown that is not deemed acceptable to our audience



## APPLICATION

***Please complete and return this 2-page application along with payment, Application Agreement Form and all required enclosures on or before August 1, 2019. (Print Clearly)***

Business Name - \_\_\_\_\_

Contact Information: Name - \_\_\_\_\_

Phone - \_\_\_\_\_

Street or PO Box - \_\_\_\_\_

City - \_\_\_\_\_ State - \_\_\_\_\_ Zip - \_\_\_\_\_

Email - \_\_\_\_\_

Please select one: \_\_\_\_\_ Food Truck/Food Vendor \_\_\_\_\_ Non – Food Vendor

Facebook Name- \_\_\_\_\_ Twitter Name- \_\_\_\_\_ Instagram Name- \_\_\_\_\_

I, \_\_\_\_\_, agree to allow the Borough of Quakertown to utilize my logo and business information to promote this event through any and all various forms of print or broadcast social media.

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### **VENDOR DETAILS**

Type or Style of Food/Goods to be offered at this event (generalized taste, ethnic, regional, etc.)

Minimum size of booth needed for concession \_\_\_\_\_

Do you accept credit cards? (Y – N) If yes, which one(s) - \_\_\_\_\_

List any award(s) your Food Truck/Stand as received - \_\_\_\_\_

Will you need or use any additional vehicles for this event (Y – N) If so, how many? \_\_\_\_\_

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### **FOOD TRUCK VEHICLE INSURANCE INFORMATION**

Insurance Company - \_\_\_\_\_ Policy Number - \_\_\_\_\_

Year/Make/Model of Vehicle - \_\_\_\_\_

Drivers' License State and ID number - \_\_\_\_\_

I, (vendors' name) \_\_\_\_\_, request permission to sell the products listed in the Menu Offerings Section on the following page. I understand that the organizer of this event has the right to limit or eliminate any item offered during this event for any reason.

**Questions, contact Ashton Rosenberger, Recreation Coordinator, at 215-536-5001 x136 or email [arosenberger@quakertown.org](mailto:arosenberger@quakertown.org)**



## **DESCRIPTION OF PRODUCTS**

My Menu offering requests are as follows: (list the items and price you request to offer during this event – be as specific as possible)



## **APPLICATION AGREEMENT**

By signing this application below, I acknowledge that I have read, understand and agree to abide by all general information, procedures, conditions, fees and instructions set forth in this application to the Park Side Food Festival.

I, \_\_\_\_\_,

- 1) Acknowledge that I have read and understand the Conditions set forth by the Borough of Quakertown for Park-Side Food Festival 2018.
- 2) I understand that I will be asked to leave the premises and my fees will not be refunded if I am unable to follow these guidelines.
- 3) I understand that failure to adhere to these Conditions may results in exclusion from future events.
- 4) By signing below, I am guaranteeing that I have authority to represent and bind my organization, \_\_\_\_\_.
- 5) I agree to indemnify and hold harmless all organizations and persons sponsoring, managing or in any other way participating in Park-Side Food Festival 2018, including, but not limited to the Borough of Quakertown and its personnel from any loss, claim, penalty, or lawsuit in any arising from my/our operation or involvement in Quakertown's Park – Side Food Festival.

I further acknowledge that I understand that this outdoor event is subject to various, changing weather conditions as well as local, state and federal safety and health regulations and that the event may be shortened or cancelled due to unforeseen or uncontrollable circumstances. If accepted to participate in this event, there will be no refund of any application fees.

Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_